

ALABAMA DEPARTMENT OF PUBLIC HEALTH  
CENTER FOR HEALTH STATISTICS

USER AUTHORIZATION FOR THE  
ELECTRONIC VITAL EVENTS REGISTRATION SYSTEM (EVERS)  
DEATH REGISTRATION

I, the undersigned, understand that the Electronic Vital Events Registration System (EVERS) Death Registration is a computer-based system that allows vital records to be completed and filed electronically over the Internet. Use of this system to complete and file death certificates is the same as completing and filing paper death certificates. All Alabama laws and Rules of the State Board of Health that apply to paper death certificates apply in the same manner to death certificates filed through EVERS Death Registration.

I designate the persons listed below to complete or file death certificates on behalf of the organization I represent. Upon the resignation or termination of employment of any of these individuals, the designated authority or I will remove their access and notify you in writing via email or fax. I understand that each of the users I designate must have access to a work related email address in order to use the EVERS Death Registration system.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

Organization Type:   \_\_ Funeral Home   \_\_ Coroner's Office   \_\_ Medical Examiner's Office  
                          \_\_ Hospital   \_\_ Nursing Home   \_\_ Hospice   \_\_ Physician's Office

\_\_\_\_\_  
Organization Name & Address

\*Please see a description of each level type on the back.

\_\_\_\_\_  
Name Level Type

Mail or Fax Completed Form To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Or

AL – EDRS  
Center for Health Statistics  
PO Box 5618  
Montgomery, AL 36103-5618  
Fax: 334-206-2682 or 334-206-2733

## **EVERS DEATH REGISTRATION USER LEVELS OF ACCESS AND DESCRIPTIONS**

### **Funeral Home**

The Funeral Home Manager/Owner will designate the persons in the funeral home that will have access to the EDRS. There are three levels of access for the funeral home.

Level 1 Funeral Home Clerk: This level allows the individual to create a death record, enter demographic information, and verify the deceased's Social Security Number, but they CANNOT sign or submit death information to the Center for Health Statistics.

Level 2 Funeral Home Director: This level allows the individual to perform Funeral Home Clerk functions AND sign and submit the demographic information on death certificates to the Center for Health Statistics.

Level 3 Funeral Home Manager: This level allows the individual to perform Funeral Home Clerk functions, Funeral Home Director functions, AND remove users.

### **Facility (Hospital/Nursing Home/Hospice)**

The Facility Administrator will designate the persons in the facility that will have access to the EDRS. There are two levels of access for the facilities.

Level 1 Medical Facility Clerk: This level allows the individual to create a death record and enter cause of death information, but they CANNOT certify or submit deaths to the Center for Health Statistics. This level may also add demographic information if the body is being disposed of by the hospital.

Level 2 Medical Facility Manager: This level allows the individual to perform Medical Facility Clerk functions AND to remove users. This level may also sign and submit demographic information if the body is being disposed of by the hospital. Each facility must have at least one (1) Medical Facility Manager, but no more than two (2). Please note that the Facility Manager is NOT the same as the Hospital Administrator. At least one of the Facility Managers should use the Electronic Death Registration System on a continuing basis.

### **Coroner's/Medical Examiner's Office**

The Coroner/Medical Examiner will designate the persons in the office who will have access to the EDRS. There are three levels of access for the Coroner/Medical Examiner.

Level 1 Coroner/Medical Examiner Clerk: This level allows the individual to create a death record and enter cause of death information, but they CANNOT sign or submit the medical certification to the Center for Health Statistics. This level may also add place of death information requested by the funeral home and add demographic information if no funeral home is assigned.

Level 2 Deputy Coroner/Medical Examiner: This level allows the individual to perform Coroner/Medical Examiner Clerk functions AND sign and certify the medical certification to the Center for Health Statistics. This individual may also submit demographic information if no funeral home is assigned.

Level 3 Coroner/Medical Examiner: This level allows the individual to perform Coroner/Medical Examiner Clerk functions, Deputy Coroner/Medical Examiner functions, AND remove users. This should be the Chief Coroner or Chief Medical Examiner.

### **Physician's Office**

The Physician will designate the persons in the office who will have access to the EDRS. There are three levels of access for the Physician's office.

Level 1 Physician Office Clerk: This level allows the individual to enter cause of death information, but they CANNOT sign or submit the medical certification to the Center for Health Statistics.

Level 2 Physician Office Manager: This level allows the individual to perform Physician Clerk functions AND remove users.

Level 3 Physician: This level allows the individual to perform Physician Clerk functions, Physician Office Manager functions, AND certify and submit the medical certification to the Center for Health Statistics.